

Overleaf for the Funeral Benefit Claim Form (Z300) of the Government Employees Pension Fund (GEPF)

An **amount** (**taxable** lump sum Rand-value) of R7 500-00 is payable upon death of the member/pensioner as well as upon death of a spouse of the member/pensioner. An **amount** (**taxable** lump sum Rand-value) of R3 000-00 is payable upon death of an eligible child of the member/pensioner.

A. Documentation Required

The following **compulsory** documentation must accompany the Funeral Benefit Claim Form **and submitted with the form to the GEPF**:

1. Original certified copy of the **Death Certificate** (issued by the Department of Home Affairs);
2. A copy of the bar-code **ID, Passport or Birth Certificate** (in case of a minor child) of the deceased;
3. Originally certified copy of an **ID** (must be bar-coded), **Passport or Birth Certificate** (in case of a minor child) of the **applicant** – exceptions as per ID Policy; and
4. Original duly completed **ACB Banking Particulars Form (Z894)** where payments are to be made to a bank account rather than via the Post Office.
5. If banking details are faxed to the GPAA, please attach a certified copy of the bank statement of the account reflected on the ACB Banking Particulars form (Z894).

Certification must not be older than **6 months** when compared to the date of application.

The following **additional documentation** must accompany the Funeral Benefit Claim Form, where **applicable**:

5. If a spouse is deceased or is the applicant, an original certified copy of the **Marriage Certificate** is required or alternatively an affidavit;
6. If a **child** is deceased or is the applicant in the case of a major child, proof of age is required by means of an original certified copy of a Birth Certificate, ID or Passport;
7. If an **adopted child** is deceased or is the applicant in the case of a major child, an adoption order is required upon which the names of the adopted parents appear;
8. If the benefit is payable to the **estate**, a copy of the letter of executorship is required; or
9. If a child is deceased and a **full time student** over 18 years but under 22 years, proof of registration is required from the institution. If the child is deceased and **disabled** and over 18, medical proof of the disability is required and proof of financial dependency on the member / spouse is required through an affidavit that states the following: amount of financial dependency and personal income of person concerned; or
10. If the **surname** of the person applying for the benefit is **different** to that of the covered person or person entitled to payment (as depicted on the ID, Passport or Death Certificate documents), an affidavit is required to proof the relationship.

If there are any **discrepancies when determining who is entitled to the money**, documentary proof of responsibility for funeral cost will be required from the applicant through means such as a quote or invoice from the funeral undertaker.

B. Instructions for completing the application form (Z300)

- One character must appear in each of the blocks that make up the field value. Use **CAPITAL LETTERS and black ink**. The text must stay within the boundaries of the block for each character.
- In order to expedite the payment, the Funeral Benefit applications must be faxed to GEPF. Alternatively it can be posted or delivered. GEPF contact particulars for Funeral Benefits:

Call Centre (Telephone enquiries):		0800 117 669	
Fax Number – Funeral Benefits Only :		012 319 3655	
E-mail:		enquiries@gpaa.gov.za	
Physical Address:	Pensions Building 34 Hamilton Street Arcadia Pretoria	Postal Address	GEPF Funeral Benefits Private Bag X62 Pretoria 0001

- Breakdown (in preferred sequence of payment) of **covered persons, who may receive the money and who may facilitate the application** of the benefit:

Entity Involved	Covered Person	Entitled to Payment	Can be Applicants
1. Member	✓	✓	✓
2. Pensioner (whose pensions commenced after 30 November 2002)	✓	✓	✓
3. Spouse(s) of the member/pensioner	✓	✓	✓
4. Child under 18 of the member/pensioner	✓	X	✓
5. Student (Child) under 22 of the member/pensioner	✓	✓	✓
6. Disabled child over 18 of the member/pensioner	✓	✓	✓
7. Guardian of a minor child of the member/pensioner	X	✓	✓
8. Parent (or parent in law) of the member/pensioner	X	✓	✓
9. Brother/sister (or brother/sister in law) of the member/pensioner	X	✓	✓
10. Executor of the estate of the deceased	X	✓	✓

- For payments via electronic bank transfer, the **original documents** must be forwarded to GEPF (posted or delivered) before the payment will be finalised.
- In the absence of a Bank Particulars form (Z894), the payments will be directed via the **Post Office**. Post Office payments are facilitated quicker than electronic bank transfers (typically within 72 hours). The person entitled to the money will be notified by GEPF of the On-line Post Office (Post Office with electronic access) where the money is to be collected. This On-line Post Office will typically be the nearest office to the Applicant. The money can only be collected at the Post Office specified by the GEPF and should be collected within 30 days after notification has been received from the GEPF for collecting the money. The Post Master at the Post Office can be consulted with for assistance. The original documents that were faxed to the GEPF must be retained and handed-in at the Post Office when collecting the money. Original ID/Passport documents of the applicant must be presented at the Post Office.